

DFA/Board of Governors Collective Agreement Deadlines (updated October 2023)

**Note: This document is a high-level overview of timelines/deadlines mentioned in the Collective Agreement. Refer to the Collective Agreement for more detail. In the case of discrepancies between this document and the Collective Agreement, please defer to the Collective Agreement.*

Article/Clause	Description	Deadline
Art 11	Professional Librarians	
11.04	After 3 years, librarians on LTA may request probationary appt or appt without term after 3 years.	Oct 1
11.05(b)	Librarian 1 can request promotion to Librarian 2 Without a request from the Member, promotion to Librarian 2 will be considered.	Fall term of 2 nd yr Fall term of 3 rd yr
11.05(c)	Librarian 2 can request promotion to Librarian 3. Without a request from the Member, promotion to Librarian 3 will be considered.	Fall term of 2 nd yr Fall term of 3 rd yr
11.05(d)	Librarian 3 eligible for promotion to Librarian 4.	Fall term of 5 th yr or with equiv exper + 1 yr at Dal
11.14	Chief Librarian makes recommendations on appts, reappts, promotions and appts without term, to the Dean or VP.	15 days after LAC makes recommendation
11.07(a)	Representatives to Library Appointments Committee (LAC) will be elected by librarians in each library.	June 15
	Recommendations concerning reappts, promotions, appts without term will be made.	Nov 15
11.08	LAC will hold its first meeting of the year.	Oct 1
11.09	LAC recommendations re: reappts, promotions, appts without term will be considered. LAC will make recommendations on reappts, promotions and appts without term	Dec 15
11.11	Appt without term will be considered	Fall term of 5 th yr
11.13	A professional librarian with 3+ yrs of full-time experience prior to their initial appt to Dal will be considered for appt without term.	Fall term of 3 rd yr
11.16	Written notice of transfer/reassignment between libraries provided to Member.	1 mnth notice
Art 12	Instructors	
12.03(c)	The Chair will inform each Instructor Member of their workload for the next academic year.	Mar 1
Appointments, Reappointments, and Continuing Term Appointments		
12.10(a)	Instructor positions must be posted within Dalhousie. Members can apply for the position. Board can advertise. If time does not permit advertising, Board can appoint anyone to the position for up to a year, and then advertise.	For 1 week In 1 month A month after posting or before Apr 1 following the appt.
12.12	Each Department will develop procedures for evaluating Instructors; evaluation will be conducted.	Oct 31

Probationary Appointments		
12.16(b)	An Instructor will be notified as to whether or not they will be reappointed.	Oct 31
Senior Instructor		
12.17(a)	Probationary Instructor Members can be considered for Sr. Instructor classification.	After 4 yrs of service
12.17(b)	Instructors may request early consideration for appt as Sr. Instructor. The Dean or Vice-President may waive the normal requirements for consideration and will notify the Member.	Within 2 mnths of request
12.17(c)	Member requests for consideration for classification as Sr. Instructor will be considered by the Departmental Appointments Committee, recommendation to the Chair and the Dean or Vice-President. If the Chair does not support the recommendation, they can make their own recommendation to the Dean or Vice-President.	Processed before end of fall term if request made prior to Oct 31
12.17(e)	If denied a continuing appt, an Instructor Member can ask the Department to reconsider. The Department may do so in the Fall of the following year.	In Fall the following year
12.17 (f)	Member shall be informed of Dean's decision in writing.	Dec 31-Jan 15
University Teaching Fellow		
12.18(a)	On the initiative of the Instructor or the Chair, Head, Director, Dean or Vice-President, a Senior Instructor may be considered for promotion to UTF. Failing such an initiative, the Dean will inform the Member that they are eligible to be considered for promotion to UTF.	By Aug 15 in the 5 th yr of appt as Senior Instructor
12.18(d)	The Departmental Appointments Committee will make recommendation to the Dean or Vice-President on requests for promotion made before October 31.	Before end of Fall term or academic yr
Technology Instructor		
12.20	Promotion from Technology Instructor I to Technology Instructor II may be considered.	After 4 yrs
12.21(b)	A Technology Instructor can be considered for a continuing appt.	Beginning of 6 th yr
12.22	A Technology Instructor II may be considered for promotion to Technology Instructor III.	Aug 15 in the 5 th yr as Tech Instructor II
Art 13 Professional Counsellors		
13.04	Consideration for continuing appt. Recommendations on continuing appt will be made. Decision by the Vice-Provost (Student Affairs).	Fall term of 3 rd yr or 5 th yr Dec 15 Jan 31
13.10	If the Board proposes the reduction/termination of services offered through the Student Counselling and Psychological Services Centre, it will submit a report to the Vice-Provost (Student Affairs) and the Director of the Centre. An advisory committee will review the report. The DFA and the Senate will receive a copy of the committee's report. The DFA and Senate will be given time to respond to the report.	Within 45 days of receiving report When given to the Board At least 45 days

Art 14		
Appointments and Reappointments		
14.05	First time faculty who do not have all qualifications specified at the time of appt, but are expected to get those qualifications, will be appointed initially as Lecturer, and will be promoted automatically to the rank of Assistant Professor.	Beginning of academic term in which formal qualifications are obtained
14.08	The Board will specify the principal appt for Members holding joint appts where the fractions of the appts are equal.	Within 30 days of CA signing
14.11(c)	When a position for a Professor is available, the position will be advertised. If publication time does not permit such advertising, any appt made will be for a limited-term. Once the limited-term appt is made, normal advertising will take place.	On or before Apr 1
14.14	Time for tenure consideration for a Member appointed to tenure-track position. Consideration for appt without term for Prof Librarians, or for continuing appt for Prof Counsellors.	Stated in letter of appt Fall term of Member's 3 rd yr; stated in letter of appt
14.15(a)	A probationary or probationary tenure-track appointee will be considered for reappt. Early consideration possible.	Fall term of 3 rd yr. Decision: Oct 31 Spring term 2 nd yr. Decision: Apr 30
14.16	Members on 10-month LTA in 3 consecutive yrs notified whether or not their appt will be renewed.	At least 4 mnths before end of appt
Art 15		
Tenure, Continuing Appointment and Appointment Without Term		
15.02(b)	The President's recommendation re: an appt with tenure provided to the Member.	Sept 1 in final year of appt.
15.02(c)	A grievance arising out of a recommendation of the President will go to arbitration. Arbitrator will hear/determine the grievance.	Within 90 days of recommendation to Member
Time for Decision on Tenure		
15.11	Assistant Professors with 3 yrs' full-time university teaching experience before joining Dal, Associate Professors and Professors considered for tenure. Member notified of Dean's recommendation.	After 2 yrs at Dal Dec 31 – Jan 15
15.12	Other Members considered for tenure. Member notified of Dean's recommendation.	After 4 yrs at Dal Dec 31 – Jan 15
Procedures for Considering Tenure		
15.18(b)	When it appears that tenure will not be granted/consideration deferred, the Member will be notified of the concerns, and can provide additional information.	Within 5 days of being notified
15.19(a)	A Member being considered for an appt without term, continuing appt or an appt with tenure will submit documentation to the Chair, Head, Director, or Chief Librarian	Sept 15
<i>* Note below chart</i>	Member will be notified of the decision to appt without term (for Prof Librarians, Instructors and Prof Counsellors).	Feb 28 – Mar 15
15.24(b)	Member will be notified of the President's recommendation re: tenure or appt without term.	Feb 28 – Mar 15

Appeals or Reference to University Tenure Committee (UTC)		
15.27	If the Faculty Tenure Committee recommends tenure be granted or the case be deferred, and if the Dean recommends otherwise, the Member can initiate reconsideration by a UTC.	14-21 days after Dean's recommendation
15.28	The President will consult a UTC before rejecting a recommendation from the Dean for tenure/deferral and making a recommendation less favourable to the Member. The President will notify the Member of the intention to consult a UTC within 14 days after notice to the Member of the Dean's recommendation.	14 days after Member receives Dean's recommendation
15.29	When a Member or the President requests involvement of a UTC, each nominates a committee member to the Senate Secretary.	14 days of notice
15.30(a)	A UTC will submit its report to the President and to the Member.	July 15
15.30(c)	After considering the UTC report, the President makes recommendation to the Board and notifies the Member.	Within 1 mnth of report
15.31	The Dean or Vice-President will inform the Professional Librarian. Member can appeal to the President. President and the Professional Librarian will each nominate a committee member.	Jan 15 Within 21 days of notice from Dean/VP Within 14 days of appeal
Art 16	Promotion	
16.01	A Member requests consideration for promotion to the Chair, Head, Director or Chief Librarian. Recommendation of the committee, and the Chair, Head, Director or Chief Librarian passed to the Faculty.	Sept 15 Nov 30
16.02	Recommendation for promotion made by Faculty-level committee. If a committee member resigns after candidate interviews have commenced, recommendation for promotion will be made by the Dean or Vice-President to the President.	Feb 15 Mar 31
16.03	The Member will be notified if promotion is not recommended, or is denied by the President.	May 31
16.10	The Dean will inform a Member that they are eligible to be considered for promotion from Asst Professor to Assoc Professor.	Aug 15 in 5 th yr of appt
16.11	The Dean will inform a Member that they are eligible to be considered for promotion to Professor.	Aug 15 in 5 th yr of appt
Promotion Appeals		
16.15	A Member who is denied promotion may request an appeal.	Within 21 days of when notified of denial
16.16(a)	University Promotion Appeal Committee will review the appeal and report its decision to the President.	4 mnths following establishment of Committee
Art 18	Personal Files	
18.01(b)	Member will be given access by the Dean to any special file used for reappt, promotion, etc.	Within 2 days of request
18.09(d)	Members will be provided with student surveys/evaluations.	30 days after end of academic year
18.13(a)	The Board will provide access to the DFA to any special file of a Member that was available to the President, Vice-President or Dean at the time the Member's reappt, promotion, tenure, continuing appt, appt without term was considered.	2 days from request

Art 20	Workloads	
20.05(b)	The Dean, the Chair, Head or Director will inform each Member about their teaching assignment for the next academic year.	March 1
Art 30	Vacations, Holidays and Leaves	
Sabbatical Leave		
30.15(b)	Member submits outline of program, salary, grants related to the sabbatical to Dean or Vice-President.	Before leave begins
30.15(c)	Member submits a report to the Dean/Vice-President regarding the program of research, scholarly, artistic, professional work.	When leave ends
Special Leave		
30.27	Application for sabbatical leave/special leave to the Chair, Head, Director or Chief Librarian to the Dean or Vice-President will be made in the academic year prior to that in which leave is proposed.	Nov 1
Unpaid Leave of Absence		
30.29	Members may apply through their Chair, Head, Director or Chief Librarian for unpaid leave of absence.	6 mnths before start of requested leave
30.32	b) Before the Board grants educational leave to an Instructor, the Instructor will submit to the Dean a statement specifying the leave project, and the Instructor's Dept will submit to the Dean an assessment/recommendation concerning the leave. c) Dean's recommendation submitted to the President.	8 mnths before start of requested leave 2 mnths after request
Art 31A	Anomalies Fund	
31A.05	Applications due.	Mar 15
31A.07	Member notified of the Committee's decision.	Apr 30
31A.08	Salary adjustments made.	July 1 following decision
Art 32	Benefits	
32.18(b)	Members can access the yearly Health Spending Account for July 1 to June 30. Claims must be submitted.	July 1 – Sept 30
32.19	Members may apply once for Professional Development Allowance reimbursement up to the max amount.	Apr 1 to Feb 28
Art 37	Continuing Education Members	
Appointments/Promotions and Tenure Committees		
37.03(b)	Committee/Director recommendation for promotions provided to the Dean.	Feb 15
Promotion		
37.09	Consideration for promotion initiated by the Continuing Education Member. If Member does not initiate, the Dean advises the Member that they can be considered for promotion.	Sept 15 5 th yr of their current rank

NOTE: 15.19A - If you are applying for tenure, it is recommended to start the process by May 1 to allow time for establishing and ratifying Tenure and Promotion committees, and contacting potential reviewers. It is also recommended that you have your file ready for review by the end of July.